

## **HUMAN RESOURCES TECHNICIAN**

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### **DEFINITION**

To provide responsible para-professional administrative and technical assistance by coordinating, monitoring and reporting on a wide variety of areas related to human resources ("HR") administration including benefits, compensation, payroll maintenance, recruitment, and related functions of the HR management system; to perform administrative and technical work of assigned program areas; and to review routine administrative requests related to areas of assignment.

### **EQUIPMENT, METHODS & GUIDELINES**

Uses Federal, State and local laws, policies, procedures, as well as municipal regulations. Record keeping, telephones, fax machine, PC terminal, various software applications, printer, calculator, copy machine and various resource materials.

### **WORKING CONDITIONS**

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including some that are conducted in the evening. May also include irregular hours.

### **PHYSICAL DEMANDS**

The work emphasizes speech, hearing and vision (including color vision necessary for accurately interpreting visual displays), as well as the ability to understand and carry out oral and written instruction. The work requires the ability to bend and reach as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to thirty pounds such as files, folders, records, etc.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Human Resources; may receive technical and functional supervision from the Human Resources Analyst.

### **EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:**

Maintain confidential employment records and correspondence such as applications, test results and affirmative action data; maintain records and employee files; prepare personnel change requests for payroll.

Perform technical human resource activities related to classification, compensation, recruitment and benefits; prepare job announcements and assist in the recruitment process; collect data from other agencies; interpret salary and benefit information.

Provide information to employees and departments relative to city policies and procedures.

Develop, coordinate, and implement program and/or function activities related to a variety of technical human resources activities and functions; prepare technical documents related to program activities.

Respond to requests for documentation related to human resources areas of responsibility; explain and interpret policies and procedures to internal or external customers.

Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare documentation of results.

Perform data collection and compilation in the conduct of studies, special projects, administrative and technical functions; perform data collection and analysis; prepare draft reports and technical documents.

Establish and maintain systems related to assigned technical areas of responsibility; monitor area activities and report progress as required.

Establish and maintain filing and reporting systems as necessary; provide relevant information to relevant parties; prepare and type correspondence and compile and type reports.

Compile and develop information for special studies and reports from a variety of resources; complete various special projects, including coordination, research and development of systems and procedures.

Assist in the administration of special employment programs; administer assigned program independently.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Basic principles and practices of human resources administration; report writing, human resources policies and procedures.

Techniques of payroll and benefit administration.

Grammar, spelling, punctuation, and modern English usage.

Applicable federal and state fair employment laws, rules and regulations.

Modern office practices, procedures and methods.

**Ability to:**

Interpret, and apply rules, regulations, laws and ordinances.

Maintain confidentiality of work.

Independently prepare reports and correspondence.

Interpret and edit written materials.

Type at speed necessary for successful job performance.

Plan, coordinate and organize work to meet deadlines that includes accuracy, thoroughness, and attention to detail.

Communicate clearly and concisely, both orally and in writing

Establish and maintain cooperative working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

One year of increasingly responsible technical experience preferably in human resources administration.

**Training:**

Equivalent to an Associate's degree with college course work in human resources, business administration or a related field.

**LICENSE OR CERTIFICATE**

Possession of, or ability to obtain, a valid California driver's license as required by the position.